



CITY OF HOUSTON

Job Posting

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Applications accepted from:

Job Classification

Posting Number

Department

Division

Section

Reporting Location

Workdays & Hours

ALL PERSONS INTERESTED

SAFETY COORDINATOR

PN# 107059

Department of Public Works & Engineering

Public Utilities Division

Operations Support Branch

611 Walker*

M - F, 7:30 a.m. – 4:30 p.m.*

*Subject to change

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DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Coordinates safety activities, special related programs and personnel. Conducts on-site accident investigations and facility inspections. Advises field supervisor and others on safety trends, hazards, controls, policies, procedures and programs. Assist in conducting a variety of safety training programs. Investigates potentially unsafe conditions and recommends corrective action. Investigates accidents to determine cause and develops corrective action to prevent recurrence. Confers with employees' physicians on a routine basis to ensure that the employees are physically able to perform job functions. Evaluates safety programs with various divisions.

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WORKING CONDITIONS

This position routinely requires lifting of moderately heavy items such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis. The position may also require climbing and/or certain body contortions.

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MINIMUM EDUCATIONAL REQUIREMENTS

An Associate's degree in Technology, Business Administration, Safety Administration or a related discipline; or certification/licensing in a technical specialty program of over 18 months and up to three (3) three years in duration.

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MINIMUM EXPERIENCE REQUIREMENTS

One (1) years of experience in safety administration or closely related field are required. Pertinent professional work experience may be substituted for the above educational requirement on a year-for-year basis.

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MINIMUM LICENSE REQUIREMENTS

A valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).

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PREFERENCES

Preference will be given to applicants with (2) years of experience in safety administration or a close related field and safety certification. In addition, preference will also be given to applicants with working knowledge of Microsoft applications (Word, Excel, Access and Outlook).

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SELECTION/SKILLS TESTS REQUIRED

However, the Department may administer a skill assessment evaluation.

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SAFETY IMPACT POSITION

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

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SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 15

\$901 - \$1,217 Bi-weekly \$23,426 - \$31,642 Annually

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OPENING DATE

October 12, 2005

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CLOSING DATE

October 25, 2005

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APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. **Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471 candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer